

CONFIDENTIAL

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30 January 1947

SUBJECT: Preparation of Reports

25X1
TO : [Redacted] Special Agent in Charge

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NEXT REV		

Effective at once, it is requested that the following form be used as the face sheet for all reports submitted:

Investigative Report**Interim- Final- Supplemental****Nature of Investigation (One Star or Two Star)**Date of Report
(day dictated)Title
(Subject's name and case number)Investigation made at
(Principal place of
investigation by city)**Period of Investigation**(Days /by dates/ spent actually investigating
exclusive of dictation and preparing case for dictation)Character of case
(Applicant, Bank-Check, etc.)

Report made by

(Agent conducting investigation)

In those cases where a report covers investigation by more than one Agent, the Agent covering the major part of the investigation will be listed under "Report Made By" and that portion of the investigation conducted by another Agent will be prefaced by the remark, "The following investigation was conducted by Agent John Doe at Blank on (date)."

To facilitate a review of applicant case reports in this office, the following sub-headings should be used in the body of the report:

Employment Birth Family Background
 Education Neighborhood
 References

Character Preferences
Acquaintances
Employment
Military History
Credit Record
Police Record

The above list covers a minimum of the information necessary in the usual applicant investigation and such supplemental headings as are necessary may be added.

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The concluding paragraph of the report will consist of a summation of the information contained therein. While Agents may continue, as in the past, to furnish helpful observations, no opinion should be expressed as to the desirability of hiring subject.

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CHIEF OF INVESTIGATIONS